



APPLICATION FOR ACTIVITIES ADMINISTRATION AUTHORIZATION

State of Iowa
Board of Educational Examiners
Licensure
Grimes State Office Building
400 E. 14th St.
Des Moines, Iowa 50319-0147

1/14/15

INSTRUCTIONS: (Incomplete applications may be returned.)

1. Include the nonrefundable \$85 fee.
2. Attach official/original college/university transcripts of credit and certificate(s) of completion for any LTI coursework completed (NOTE: **GRADE REPORTS OR COPIES WILL NOT BE ACCEPTED.**)
3. Attach certificate of completion of concussion training. (see www.boee.iowa.gov/how_do_i/coach/ for links)
4. You must submit the required information and fees (\$65) for the mandatory background check. Go to www.boee.iowa.gov or Call 515 281 3245 to request the background check packet. You may omit this step if you have already successfully passed a background check completed by the BoEE after Oct. 1, 2000.
5. Send all materials and check or money order (made payable to Board of Educational Examiners) to the address above.
6. Please allow 6 to 8 weeks to process.

Name changes require a photocopy of official legal documentation. **ALL FEES ARE NONREFUNDABLE. Incomplete applications will be void after 45 days.**

Applicant's Folder #	Social Security #	Date of Birth Month Day Year	<input type="checkbox"/> Male <input type="checkbox"/> Female
Last Name	First Name	Middle Name	Maiden Name
Address	City	State	Zip Code
Evening Phone ()	Daytime Phone ()	Email Address	

Background Information: (Incomplete or inaccurate disclosure statements will significantly delay the processing of this license)

Attach a written explanation on 8 1/2" x 11" paper for any "Yes" response to questions "a" to "e." Be sure to include the date of the violation. DO NOT explain on this application form. If you have reported a "Yes" response on a previous application, check "PR" (previously reported) instead of "Yes" on this application if no further conviction(s) has occurred.

- a. Yes ☐ No ☐ PR ☐ Have you ever been convicted of a felony?
- b. Yes ☐ No ☐ PR ☐ Have you ever been convicted of a crime other than parking or speeding violations?
(NOTE: Include all deferred judgments)
- c. Yes ☐ No ☐ Do you currently have any criminal charges pending against you?
- d. Yes ☐ No ☐ PR ☐ Have you ever had a founded report of abuse made against you?
- e. Yes ☐ No ☐ PR ☐ Have you ever had an educational license denied, revoked, or suspended?
- f. Yes ☐ No ☐ Are you a United States citizen?

If you answered "No," check if you are:

- ☐ a qualified alien (as defined in 8 U.S.C.A. § 1641). If so, please provide appropriate documentation.
- ☐ an alien who is paroled into the United States under 8 U.S.C.A. § 1182(d)(5) for less than one year.
(If so, please provide appropriate documentation.)
- ☐ a foreign national not physically present in the United States.
- ☐ other – Please provide a detailed explanation on a separate 8 1/2 x 11 sheet of paper.

Statement of Fraud: An application will be considered fraudulent, and may be denied, if it contains any false representation or omission of material fact, or if false records are submitted in support of the application.

I hereby give permission for the Board of Educational Examiners to conduct both an Iowa criminal history record check with the Division of Criminal Investigation and a national check through the Federal Bureau of Investigation. Any information maintained by the DCI or the FBI may be released as allowed by law.

I certify under penalty of perjury and pursuant to the laws of the state of Iowa that the preceding information is true and correct.

Signature of Applicant

Date

Requirements for the AD Authorization

Applicants for the coaching authorization shall have completed all of the following requirements:

1. A baccalaureate degree or higher in athletic administration or related field from a regionally-accredited institution.
2. Applicants must complete credit hours or courses offered by the Leadership Training Institute (LTI) from the National Interscholastic Athletic Administrators Association in the following areas:
 - A. Successful completion of 1 semester credit hour or LTI course relating to knowledge and understanding of Risk Management, Title IX, Sexual Harassment, Hazing, ADA, and Employment law as it pertains to the role of the athletic administrator.
 - B. Successful completion of 1 semester credit hour or LTI course relating to knowledge and understanding of athletic administration foundations including philosophy, leadership, professional programs and athletic administration principles, strategies and methods.
 - C. Successful completion of 1 semester credit hours or LTI course relating to knowledge and understanding of the role of the athletic director in supporting and developing sports medicine programs, management of athletic player equipment, concussion assessment and proper fitting of athletic protective equipment, and sports field safety.
 - D. Successful completion of 1 semester credit hour or LTI course relating to knowledge and understanding of the techniques and theory of coaching concepts and strategies for interscholastic budget and concepts and strategies for interscholastic fundraising.
 - E. Each applicant for an initial athletic director authorization shall have successfully completed 1 semester credit hour or LTI course relating to the assessment of interscholastic athletic programs and personnel, dealing with challenging personalities, and administration of professional growth programs for interscholastic personnel.
3. Successful completion of the concussion training approved by the Iowa High School Athletic Association or Iowa Girls High School Athletic Union.
4. Applicants must have attained a minimum age of 21 years.

The activities administration authorization is valid for five years, and it shall expire five years from the date of issuance. The nonrefundable fee for the issuance of this authorization shall be \$85.00.

Renewal:

The authorization may be renewed upon application and verification of successful completion of the following renewal activities:

- a. Applicants for renewal of an activities administration authorization must complete one of the following professional development options:
 - (1) Successfully document attendance at one state IHSADA Convention and one LTI course relating to the knowledge and understanding of professional ethics and legal responsibilities of activities administrators
 - (2) complete 3 LTI courses
 - (3) complete 2 semester hour college credits from a regionally-accredited institution
 - (4) complete 2 licensure renewal credits from an approved provider
- b. Complete child and dependent adult abuse training as stated in **282—20.3(4)**.